

**"TIPS" FOR AIRPORT SPONSORS AND THEIR CONSULTANTS**

**IN**

**DOCUMENTING THE NEED FOR**

**AND**

**PREPARING ENVIRONMENTAL ASSESSMENTS**

Federal Aviation Administration  
Southwest Region

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## INTRODUCTION

The FAA is required under the National Environmental Policy Act to consider environmental impacts associated with a Federal action and issue an environmental determination for such actions. Federal actions covered by this guidance document include funding consideration of a proposed project and/or approval of an Airport Layout Plan or its revision.

This document provides "tips" for the sponsor in documenting whether an environmental assessment (EA) is needed for a proposed project or if it may be categorically excluded (CE) from further environmental review. The document also describes what information should be included in an EA.

This document is not a substitute for formal FAA guidance such as orders, advisory circulars, or reports; particularly Order 5050.4A, Airport Environmental Handbook. Sponsors and consultants should be familiar with all FAA guidance before beginning the environmental process.

## DOCUMENTATION FOR CEs

Each project should be reviewed for the applicability of paragraphs 21.through 24 of Order 5050.4A. Some construction projects such as overlays and rehabilitations are normally CEs. Sometimes however, seemingly minor construction projects may have associated physical or social impacts or some other extraordinary circumstance. To aid in the decision of whether or not the project may be CE'd, the sponsor should solicit comments from **at least** the following agencies:

- (a) US Fish & Wildlife Service (threatened & endangered species)
- (b) Corps of Engineers (jurisdictional wetlands)
- (c) state historical agency (cultural resources)

Other agencies should be contacted if information indicates such a need.

In a letter soliciting resource agencies' views, a complete description of the project should be given along with a location map (the airport identified on a quadrangle map) and a schematic drawing of the project. A response time of 30 days should be given. Agencies should be informed of previous studies performed at the airport which might be applicable (i.e. archaeological and biological surveys for previous projects).

If no response is received after the 30 days, the sponsor may assume that there are no concerns with the project and document such in a letter to us with copies of the letter of solicitation and any agency comments.

A positive or lack of response from the agencies will indicate the appropriateness of a CE for the project. A negative response may indicate the need for an environmental assessment (EA). The responding agency may at times ask for more information. The sponsor should attempt to answer the question as promptly and accurately as possible. Supplying the agency with more information does not indicate the need for an EA unless the agency identifies an impact based on the new information.

### **PREPARATION OF EAs**

FAA Order 5050.4A should be used as principal guidance. Use paragraph 47 for EAs and paragraph 85 for EISs. See the attached list of FAA Reports/Advisory Circulars (AC) for additional information.

The EA should be a stand-alone document; thus all pertinent information that will be needed for complete review of the EA should be included in the EA rather than referenced from other documents. Although it may be acceptable to summarize some of the conclusions of other studies (e.g., regarding population or economic trends), the EA must contain enough information pertinent to the environmental impacts being examined so that Federal, state, and local reviewing agencies will have all the facts needed to make a determination of significance relative to their areas of expertise.

In the EA, systematically examine the potential impacts associated with each viable alternative (including no action) to determine if the impact is significant. Briefly address all impact categories in the body of report. Often one or two short sentences will do. For each environmental category, mention that the threshold of significance (established in Order 5050.4A) is not exceeded if that is the case. Where mitigation measures are anticipated, they should be outlined in the appropriate paragraphs.

We suggest including a very brief "Executive Summary" of the preferred alternative, its environmental consequences or impacts, needed mitigation measures, and conclusions. In some cases, this may not be more than a few paragraphs.

### **PRELIMINARY COORDINATION OF ENVIRONMENTAL MATERIALS**

For preliminary coordination of environmental materials, the consultant should contact appropriate local, state, and Federal agencies, and include their letters of response in the appendix of the EA. As a minimum, preliminary coordination should be with:

- \* the local Council of Governments or other appropriate local agency
- \* the state historical agency (State Historic Preservation Officer)
- \* the state wildlife agency (threatened and endangered species as well as biological resources)
- \* the state air and water quality agencies
- \* the Natural Resource Conservation Service (prime and unique farmlands)
- \* the Corps of Engineers (Section 404 - wetlands)
- \* the US DOI Fish and Wildlife Service (threatened and endangered species as well as biological resources).

Depending on circumstances (magnitude of the project, special environmental considerations, etc.), other agencies should also be contacted for input into the content of the draft EA (see 5050.4A for additional guidance). For example:

- \* the Corps of Engineers and Federal Emergency Management Agency (floodplains)
- \* the state agency responsible for coastal zone management areas
- \* the National Park Service (wild and scenic rivers).

#### **GRAPHICS/FIGURES**

Figures should appear on the page following their mention, so that readers would not have to turn through many pages to find a figure referred to in the text. It is often necessary for the FAA to photocopy portions of EAs (particularly noise contours). Therefore, the FAA requests that high quality graphics be used in the EAs to facilitate reproduction.

Wherever possible, 8.5 x 11 graphics are preferred over 11 x 17. Foldouts larger than 11 x 17 are normally discouraged, they are difficult to reproduce and tend to be misplaced.

#### **SPECIFIC INSTRUCTIONS REGARDING 5050.4A, Par. 47, Environmental Consequences**

- a. **Cover Sheet:** Be sure to include the signature statement found on page 25 of FAA Order 5050.4A on the cover sheet of the EA. The consultant should be credited on the title page. Since the EA will ultimately be regarded as a Federal document, the consultant's name should not appear on each page of the EA.
- b. **Purpose & Need:** Clearly identify the need to be met, the purpose of the project, the requested Federal action, and the proposed timeframe for the project.
- c. **Alternatives:** Reasonable alternatives as well as the no action alternative should be included in the discussion. Identify the sponsor's preferred alternative.
- d. **Affected Environment:** Include location map, vicinity map, ALP. Land uses, including sensitive receptors such as schools, churches, and hospitals, should be CLEARLY indicated. Special interest groups, such as low-income or minorities should be identified if present, or their absence noted if applicable.

e. **Environmental Consequences -- specific categories:**

Noise

Prepare 65, 70, 75 DNL contours on a land use map.

Include noise sensitive areas on contour map. Make sure a good base map is used which shows adequate detail regarding land uses.

Although the text on page 28 of 5050.4A states that no noise analysis is needed under certain circumstances, we prefer that noise contours be used when residential areas are near the airport. The public has become familiar with noise contours and expects to see them. The noise contours also help planners protect property surrounding the airport. The addition of flight tracks is also helpful in illustrating aircraft traffic patterns and where people might expect noise from individual overflights.

The text should include a description of any mitigation measures to minimize noise impacts.

Compatible Land Use

Compatible land use assurances, including the adoption of zoning laws, are required by FAA per Title 49 U.S.C. Section 47107(a)(10).

Address the sponsor's future land use plans and include description of the "official" Land Use Plan. Explain the local zoning ordinance in terms of cumulative or inclusive, or exclusive uses. Include a reference to any State tall structures act or law which requires permits for construction and noise sensitive uses.

Reference Table 1 of the Federal Aviation Regulations Part 150, Airport Noise Compatibility Planning.

The sponsor's land use compatibility assurance letter should be included in the appendix and referred to in the text (see 5050.4A, page 31). An Example land use compatibility letter is attached.

Social Impacts

If relocations are involved, the text must mention that provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 must be met. Present drawings to indicate possible displacements. Include a statement of land to be purchased or encumbered. See page 32 of FAA Order 5050.4A for additional information to be included in text of EA.

Information on relocation (AC 150/5100-11, Land Acquisition) must be presented at the public hearing.

Address any consultation with or actions by interested community or citizen groups.

#### Induced Socioeconomic Impacts

Discuss induced or secondary impacts on surrounding communities, such as population increases, public service demands, changes in business and economic activity. Consider such factors as trash disposal impacts and needs for additional police and fire protection.

#### Air Quality

***The Clean Air Act has been amended since publication of Order 5050.4A, requiring additional actions from those described in the Order under certain circumstances. For additional information on what to do in these circumstances, refer to Report FAA-AEE-97-03, Air Quality Procedures For Civilian Airports & Air Force Bases.***

The EA should state whether the project is in an attainment or nonattainment area for criteria pollutants (ozone, carbon monoxide, nitrogen dioxide, sulfur dioxide, lead, and total suspended particulates).

If the project is located in an attainment area and the threshold for requiring an air quality analysis is reached, calculations should be made for all criteria pollutants. The EA should contain ambient air quality data for all criteria pollutants. Add the calculated increase in pollutants due to the project to the ambient air quality value and compare these final air quality values to the National Ambient Air Quality Standards (NAAQS). The EPA or state agency should be contacted to ensure an appropriate monitoring site is selected to use for background air quality values.

For projects occurring in a nonattainment or maintenance area, the emissions associated with the project should be quantified to see if the *de minimus* level for the criteria pollutant of concern is exceeded. If not, state such in the text of the document with a conclusion that the project is presumed to conform with the State Implementation Plan (SIP).

If the *de minimus* level of the criteria pollutant is exceeded, consultation under the Clean Air Act should commence. Mitigation identified as part of this consultation should be included in the EA. This consultation and resultant mitigation should culminate in an agreement by all parties that the project conforms with the SIP.

In all situations, the EA should identify and state that all Federal and state permits required, such as for open burning, fueling facilities or concrete batch plant operations, will be obtained prior to the commencement of those operations.

Reference FAA Advisory Circular 150/5370-10A, Standards for Specifying Construction of Airports, Item P156, Temporary Air and Water Pollution, Soil Erosion and Siltation Control, and document measures to be incorporated to minimize adverse air quality effects including control of air pollution during construction.

For projects involving a new airport, new runway, or major runway extension, an air quality certificate from the governor is required, and should be included in the appendix.

#### Water Quality

Reference FAA Advisory Circular 150/5370-10A, Standards for Specifying Construction of Airports, Item P156, Temporary Air and Water Pollution, Soil Erosion and Siltation Control, and document measures to be incorporated to minimize adverse water quality effects including control of water pollution during construction.

EPA regulation (40 CFR Part 112) requires the filing of a Spill Prevention and Control Plan on any fuel storage facility larger than 20,000 gallons. This applies to both above and underground storage facilities, because trucks loading or unloading fuel could have a fuel spill. Although the airport sponsor may not have a fuel storage facility at his maintenance operation that would qualify for the Spill Prevention and Control Plan, his fixed base operators may. Therefore we strongly recommend that the airport sponsor develop a Spill Prevention and Countermeasure Plan. For Federally assisted projects which relate to fuel storage facilities, a summary statement regarding the plan should be provided in the EA and the plan included in the EA's appendix (see attached example plan). Distribute the plan to affected airport entities, and update the plan periodically (annually).

List any required permits. If wetlands may be affected, refer readers to paragraph 11, Wetlands. For projects involving a new airport, new runway, or major runway extension, a water quality certificate from the governor is required, and should be included in the appendix.

#### DOT ACT Section 4(f)/ Land & Water Conservation Act Section 6(f)

Because public lands such as parks or wildlife refuges are rarely impacted by airport development projects, this category is generally not applicable. If not, a short statement such as the following would be sufficient: "There are no properties subject to Section 4(f) of the Department of Transportation Act or Section 6(f) of the Land and Water Conservation Act directly or indirectly affected by any of the alternatives."

If applicable, preparation of Section 4(f) and/or Section 6(f) statements must be prepared and provided to the Secretary of Interior.

7

#### Historic, Architectural, Archeological, and Cultural Resources

Reference the National Historic Preservation Act of 1966 and the Archeological and Historic Preservation Act of 1974 as well as their requirements.

Consultation with the State Historic Preservation Officer (SHPO) for advice regarding historic properties, archeological sites, etc., is required. A discussion of any actions, such as archeological surveys, resulting from this consultation should be included in the text. Also include documentation of consultation in the appendix of EA.

We suggest inclusion of a paragraph similar to the following:

If cultural remains are encountered during construction, work must cease in the immediate area and Federal regulations pertaining to emergency discovery situations must be followed. Work can continue in the project area where no cultural materials are present. The Advisory Council on Historic Preservation should be contacted in accordance with 36 CFR Part 800. The FAA SW Region Airports Division and the State Historic Preservation Officer (SHPO) must be notified for evaluation of the situation by a qualified professional.

When applicable, the American Indian Religious Freedom Act and the Native American Grave Protection and Repatriation Act should be reviewed and discussed to assure adherence.

#### Biotic Communities

For most projects, we strongly recommend that a biological survey be prepared by a qualified biologist to determine impacts on wildlife/plant species or habitats.

Consultation with the US DOI Fish and Wildlife Service and the State agency with jurisdiction is mandatory.

#### Endangered and Threatened Species

As mentioned in Biotic Communities above, we strongly recommend that a biological survey be prepared by a qualified biologist. The state Natural Heritage Inventory programs are also a good source of information.

Consultation with the US DOI Fish and Wildlife Service and the State agency with jurisdiction is mandatory.



### Wetlands

The Corps of Engineers (COE) should be contacted for wetlands determinations. As necessary, also consult with EPA, USFWS, National Marine Fisheries Service, and state and local natural resource and wildlife agencies when wetlands may be affected.

If wetlands are not affected, a short statement to this effect, documented by agency coordination letters will be sufficient.

If wetlands are to be affected, the EA must clearly establish that there was no practicable alternative, because section 404 of the Clean Water Act states that no discharge of dredged or fill material will be permitted if there is a practicable alternative to the proposal that would have a less adverse impact on the aquatic ecosystem. It also provides that a practicable alternative may include "an area not presently owned by the applicant which could reasonably be obtained, utilized, expanded or managed in order to fulfill the basic purpose of the proposed activity" [40 CFR § 230.10(a)(1)]. It further provides that "unless clearly demonstrated otherwise", practicable alternatives are (1) "presumed to be available" and (2) "presumed to have less adverse impact on the aquatic ecosystem" [40 CFR § 230.10(a)(3)]. An applicant must rebut both of these presumptions in order to obtain a permit. Aeronautical safety/benefits, transportation objectives, economics, and other technical factors can be considered in establishing that there is no other prudent alternative.

A mitigation plan for unavoidable wetland losses should be identified in the text. Mitigation measures should take into account guidance provided in Advisory Circular (AC) 150/5200-33, Hazardous Wildlife Attractants On Or Near Airports. Wetland banking is recommended whenever possible to avoid conflicts with the AC.

### Floodplains

If floodplains are not affected, a short statement similar to the following will be sufficient: "The proposed action is not within the limits of a base floodplain and would not indirectly support secondary development within a base floodplain nor otherwise significantly impact a base floodplain. No further analysis is necessary as there are no floodplain impacts." Document the source of information: e.g. Flood Insurance Rating Maps, COE, Federal Emergency Management Agency.

If floodplains may be affected:

Show the floodplains in relation to airport-related development items on map.

The text should state why the action is proposed to be located in a floodplain, why there are not considered to be any practicable alternatives outside the floodplain, whether any risk to, or resulting from the airport action would result from development in the floodplain, and planned mitigation measures.

List any state or local permits required for development of areas within floodplains, and state that appropriate permits will be obtained prior to any construction.

The notice of public hearing and presentation at public hearing must include identification of floodplain encroachments as a result of proposed project.

#### Coastal Zone Management Program

This refers to requirements of the Coastal Zone Management Act (under jurisdiction of NOAA). If not applicable, provide a short statement to indicate that this impact category has been considered, this category is not applicable, and thus there will be no impacts.

#### Coastal Barriers

This refers to requirements of the Coastal Barriers Improvement Act of 1990. The USFWS maintains maps that identify coastal barriers lands and should be contacted when in question. This category is generally not applicable. If it is not applicable, provide a short statement to indicate that this impact category has been considered, this category is not applicable, and thus there will be no impacts.

#### Wild and Scenic Rivers

This refers to requirements of the Wild and Scenic Rivers Act. The USDOJ maintains an inventory of river segments in the National Wild and Scenic River System and should be contacted when in question. This category is rarely applicable. If it is not applicable, provide a short statement indicating that this impact category has been considered, is not applicable, and therefore not impacted.

#### Farmland

This refers to requirements of the Farmland Protection Policy Act (FPPA) under the jurisdiction of the US Department of Agriculture (USDA). If prime or unique farmland may be affected, contact the Soil Conservation Service, and submit Form AD-1006 (USDA Farmland Conversion Impact Rating) to determine the extent of project impacts on prime farmlands. Provide evidence of this consultation in appendix.

### Energy Supply and Natural Resources

The text should discuss: (1) any proposed major changes in stationary facilities which would have a measurable effect on local energy supplies and whether those projected demands can be met by existing or planned source facilities; and (2) any changes in movement of air and ground vehicles and whether any increased consumption of fuel by aircraft/ground vehicles would occur that could produce measurable effects (shortages) in supplies.

Impacts to mineral resources (e.g. oil, gas, coal) and their recovery (wells, mines...) should be discussed.

### Light Emissions

The text should state that this applies only in unusual circumstances; however, if impacts from light emissions do occur, they will be mitigated by shielding.

### Solid Waste

The text should discuss the capacity of the solid waste disposal facilities to be used will be adequate or could be exceeded in the project planning timeframe. The location of the solid waste facilities relative to the airport should be included. The text should also provide a statement that the sponsor has ensured or will ensure that solid waste disposal facilities to be used have appropriate EPA and/or State permits to dispose of solid wastes. Correspondence to this effect should be placed in appendix.

Consult with local officials and include a statement in text regarding the location of all solid waste disposal facilities within or planned to be within 5,000 feet of all runways planned to be used by piston-type aircraft and within 10,000 feet of all runways planned to be used by turbojet aircraft. State whether any potential for bird/aircraft collisions exists due to such proximity. Reference AC 150/5200-33, Hazardous Wildlife Attractants On or Near Airports.

### Construction Impacts

Mention potential impacts from construction: noise (earth-moving machinery, blasting), dust generation, traffic disruptions, air and water quality effects, wildlife disturbances, etc. State that these impacts will be temporary and will be minimized by use of appropriate controls. State that all construction will be accomplished in accordance with the provisions of FAA Advisory Circular 150/5370-10A, Standards for Specifying Construction of Airports, Item P-156 Temporary Air and Water Pollution, Soil Erosion, and Siltation Control. Mention any state or local ordinances or permits required for construction.

### Hazardous Waste

The text should discuss if hazardous wastes are generated by the project. If so, a discussion of the means of compliance with applicable regulation should be included.

The text should state that in the event of a release of a hazardous substance in an amount greater than the reportable quantity as established by the EPA, the responsible party shall contact the National Response Center (1-800-424-8802) providing details of the incident and measures taken to reduce the effects of the release.

Any sites in the project area listed or under consideration for listing on the National Priority List in accordance with the Comprehensive Environmental Response Compensation and Liability Act as amended by the Superfund Amendment and Reauthorization Act should be noted. If such sites are in the area, the text shall discuss the impact of the project on the site and/or impacts of the site on the project as applicable.

### Environmental Justice

Projects impacting low income or minority communities should include a discussion on this topic. The issue revolves around whether the community is impacted disproportionately, compared to middle or upper income areas or communities which are not predominantly minority. The issue should be discussed in each category of concern to the community (i.e. if noise is the issue of concern, then a section on environmental justice should be included as part of the text).

In the **Affected Environment** chapter, the text of the EA should include an overall discussion of the demographics of the community; income, racial makeup, etc., noting whether or not a potential for environmental justice issues exist.

In the **Environmental Consequences** chapter, if a disproportionate impact is identified, refer the reader back to the alternatives section of the EA, explaining why the proposed alternative best meets the purpose and need of the project. Efforts to avoid the impact should be discussed as well as any mitigation required. The section of the EA dealing with public involvement should recognize the issue and discuss any special efforts taken to include the impacted community in the environmental process.

**f. Environmental Consequences -- Other Considerations:**

Include a discussion of the following topics:

Unavoidable Adverse Impacts

Include a brief discussion of temporary construction impacts, traffic disruptions, and any other anticipated unavoidable adverse impacts.

Cumulative Impacts

The consultant should address cumulative impacts [5050.4A, Paragraph 26 - Cumulative Impact (page 13)] in this section of the EA.

The consultant must consider the overall cumulative impact of the proposed action and the consequences of previous and subsequent actions. The cumulative impacts include impacts on the environment which result from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions ***regardless of what agency or person undertakes such other actions.*** Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.

Consistency with State and Local Plans

Discuss consistency with any appropriate state or local plans.

Public Involvement

Include a description of the extent of public involvement, including any special efforts to address environmental justice issues. Mention formation or activities of any citizens groups, including whether petitions had been circulated or any letter-writing campaigns conducted. Mention any public meetings or workshops conducted prior to the public hearing, if one is held. Discuss the availability of the EA to the public and the opportunity for a public hearing and whether one was held.

**g. Preparers:**

Briefly identify everyone associated with the preparation of the EA and their qualifications.

**h. Appendices:**

Include listing of agencies/groups consulted and any responses, summary of citizen involvement (transcript or summary of transcript of public hearing), copy of notice of opportunity of public hearing published in newspaper, spill prevention plans, etc.

**ATTACHMENT 1**5050.4A, Paragraph 18 - Public Involvement (page 7):

Recommended, as a minimum, for public information/involvement programs:

	MINOR/NONCONTROVERSIAL PROJECTS	MAJOR/CONTROVERSIAL PROJECTS
Prior to EA preparation	no meeting req'd	1st town meeting (informal process) to present proposed project to public
Early in project, draft EA available	optional informal town meeting	2nd town meeting (informal process) to present results of draft EA to public, collect information and make any additions or corrections prior to formal public hearing
Draft EA almost ready to finalize	Opportunity for Public Hearing (EA must be on display 30 days)	Formal Public Hearing (EA must be on display for 30 days prior to P.H.)

The sponsor may also consider the following options:

- \* have separate meetings with low income or minority communities to address environmental justice issues
- \* have separate meetings with persons to be relocated to cover relocation issues
- \* conduct surveys, interviews, to contact environmental, public service, aviation groups, etc.

PUBLIC HEARINGS ARE NORMALLY REQUIRED FOR:

NEW AIRPORT  
NEW RUNWAY  
MAJOR RUNWAY EXTENSION

**ATTACHMENT 2**Reports and Advisory Circulars (AC) Mentioned in 5050.4A or Above:

FAA AC 150/5050-4, Citizen Participation in Airport Planning

FAA AC 150/5050-6, Airport-Land Use Compatibility Planning

FAA AC 150/5020-1, Noise Control and Compatibility Planning for Airports

FAA AC 150/5100-11, Land Acquisition and Relocation Assistance

FAA Report No. FAA-EE-97-03, Air Quality Procedures for Civilian Airports and Air Force Bases (Air Quality Handbook)

FAA AC 150/5300-13, Airport Design

FAA AC 150/5300-33, Hazardous Wildlife Attractants On Or Near Airports

FAA AC 150/5370-10A, Standards for Specifying Construction of Airports, Item P-156, Temporary Air and Water Pollution, Soil Erosion, and Siltation Control

FAA Order 1200.21B, Intergovernmental Review of FAA Programs and Activities

**ATTACHMENT 3**

## EA Process

1. CONSULTANT PREPARES PRELIMINARY DRAFT EA (includes preliminary contact with Federal, state, and local agencies)
2. FAA REVIEWS PRELIMINARY DRAFT EA AND PROVIDES COMMENTS/CORRECTIONS TO CONSULTANT
3. CONSULTANT PREPARES DRAFT EA for PUBLIC REVIEW AND PRESENTATION AT PUBLIC HEARING (if held)
4. FAA VERIFIES THAT CORRECTIONS HAVE BEEN MADE AND DRAFT EA is ACCEPTABLE FOR PUBLIC REVIEW AND PRESENTATION AT PUBLIC HEARING
5. SPONSOR PLACES NOTICE OF PUBLIC HEARING (OR OPPORTUNITY FOR A PUBLIC HEARING) IN NEWSPAPERS
6. DRAFT EA ON DISPLAY TO PUBLIC FOR 30 DAYS PRIOR TO PUBLIC HEARING
7. PUBLIC HEARING (if necessary)
8. CONSULTANT PREPARES PRELIMINARY FINAL EA WHICH INCORPORATES PUBLIC HEARING TRANSCRIPT (or summary of transcript) AND RESPONSES TO PUBLIC COMMENTS RAISED AT PUBLIC HEARING, AND ANY UNRESOLVED AGENCY CONCERNS
9. FAA REVIEWS PRELIMINARY FINAL EA TO ASSESS COMPLETENESS OF RESPONSES TO PUBLIC AND UNRESOLVED AGENCY CONCERNS AND PROVIDES ANY COMMENTS/CORRECTIONS TO CONSULTANT
10. CONSULTANT PREPARES AND SUBMITS FINAL EA TO FAA
11. FAA DECISION ON WHETHER TO ACCEPT EA AS A FEDERAL DOCUMENT AND PREPARE FONSI OR EIS
12. FAA SENDS COPIES OF EA AND DECISION (FONSI) TO COMMENTING AGENCIES (if necessary)
13. SPONSOR PLACES NOTICE OF DECISION IN NEWSPAPERS
14. ACTION MAY BE TAKEN



**ATTACHMENT 4**

EXAMPLE SOLICITATION OF VIEWS LETTER  
(for determination of CE or EA)

(Agency's Name  
and Address)

Dear \_\_\_\_\_:

The city of (---your city name---) is proposing to apply for a grant from the Federal Aviation Administration to make facility improvements at (---your airport name---). These improvements are:

(---include a complete description of the proposed project---)

These improvements are normally determined to be environmental categorical exclusions.

Please find enclosed for your use a copy of a quadrangle map locating the airport, and a sketch map detailing the proposed improvements.

(If applicable, cite and briefly discuss previous studies which might help the agencies in making their determination.)

In order to determine the environmental significance of this project, we are soliciting views of resource agencies for impacts to threatened and endangered species, wetlands, and cultural resources. Your review of this project and its potential impact (if any) on the resource under your purview would be greatly appreciated.

We request that you review this project as it effects you, and respond within 30 days of receipt of this letter. If no response is received after this time period, we will assume you have no concerns with the proposed project.

Should you have any questions, or require additional information, please feel free to contact me.

Sincerely,

xxxxxxxxxx

Responsible City Official

**ATTACHMENT 5**

## EXAMPLE LAND USE COMPATIBILITY ASSURANCE LETTER

(---ADO Manager---), Manager  
(---ADO Branch Title---)  
Federal Aviation Administration  
Fort Worth, TX 76193-(---branch routing number---)

Dear XXXXXXXX:

The city of (---your city name---) makes the following statement of compatible land use assurance as required by Section 511(a)(5) of the Airport and Airway Improvement Act of 1982.

The city of (---your city name---) provides assurance that appropriate action, including the adoption of zoning laws, has been or will be taken, to the extent reasonable, to restrict the use of land adjacent to or in the immediate vicinity of the (---your airport name/proposed airport name---) to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. This action includes the consideration of both existing and planned land uses. In addition, we will encourage and support other jurisdictions in the area in their efforts to do the same.

If the Federal Aviation Administration has any further questions regarding this matter, please contact me.

Sincerely,

xxx

Responsible City Official

**ATTACHMENT 6**

## EXAMPLE SPILL PREVENTION CONTROL OR COUNTERMEASURE PLAN

SPILL PREVENTION CONTROL  
OR COUNTERMEASURE PLANAIRPORT NAME  
CITY, STATE

In order to comply with the Federal Water Pollution Control Act which is intended to prevent discharges of oil and other flammable liquids into the navigable waterways of the United States and to contain such discharges if they occur, the (---your AIRPORT NAME---) has developed the following plan to prevent such spills by establishing procedures, methods, and equipment requirements to achieve that goal.

GENERAL INFORMATION

## 1. Name and Location of Facility:

AIRPORT NAME  
STREET  
CITY, STATE

## 2. Name of Operator:

## 3. Name of Person in Charge of Facility:

Airport Manager  
Telephone Numbers: Work; Home4. Name and Telephone Number of Person Responsible for  
Oil Spill Prevention At Facility:Responsible Person  
Telephone Numbers: Work; Home

## PREDICTION OF POTENTIAL SPILLS

Name of Facility: Airport Name

Nearest Navigable Waters:

- (1) River Name1: XXX miles northeast of XXX Airport
- (2) River Name2: XXX miles west of XXX Airport

Possible Spill Sources:

The possible sources of spills of oil or other hazardous substances are limited at the XXX Airport. The Fixed Base Operator maintains underground fuel storage on the field. There is a possibility of a fuel spill during aircraft refueling or during tank refueling operations. The fuels stored on the field are: aviation gasoline, automobile gasoline.

There is also mechanical work done to aircraft on the field which could result in the spillage of a few quarts of engine motor oil.

No other use of fuel, or oil, or other hazardous materials occurs on the airport. [If other haz. matls on airport, list here ...].

Alert Procedures for Spills:

Any personnel at the XXX Airport observing a spill of oil or gasoline will immediately notify the Airport Manager or his designee who shall put into effect the following coordinated plan, working with the State of --- --, the government of the United States, and local emergency agencies.

1. The United States Coast Guard and the U.S. Environmental Protection Agency will be notified through the National Response Center (in accordance with Federal Law) if the hazardous material is likely to find its way into a navigable waterway or coastline. The telephone number of the NRC (Coast Guard) in Washington, D.C. is (800) 424-8802. The EPA 24-hr emergency telephone number for oil spills/hazardous waste spills is (214) 655-2222.

2. The \_\_\_\_ State Emergency Service/Disaster Agency, telephone\_\_\_\_\_ will be contacted and given the following information:

- a. Time of observation of spill
- b. Location of spill
- c. Identity of material spilled
- d. Probable source of spill
- e. Time of spill
- f. Volume and duration of spill
- g. Present and anticipated movement of spill
- h. Weather conditions
- i. Personnel at the scene
- j. Action initiated by personnel at scene

3. The appropriate Emergency Response Section/Division of the \_\_\_\_ State Environmental Protection Agency (or State Water Protection Agency), telephone \_\_\_\_\_, will also be contacted with the above information.

4. The (local) \_\_\_\_\_ Fire Department will be contacted for emergency assistance, telephone \_\_\_\_\_.

5. The Airport Manager or his designee will immediately initiate responsive action by transmitting the above information to the respective agencies named above.

Any measure to mitigate the adverse effects of spills will be directed and coordinated by these national, state, and local emergency agencies.

When spills occur which could endanger human life and this becomes a primary concern, the discharge of the life saving protection function will be carried out by the local fire department and police.

In addition to the above, personnel at the XXX Airport who will work in proximity to potential spills of hazardous materials and oils at the facility will be periodically trained in the techniques of prevention of spills and will be advised (or provided copies) of this spill prevention control/countermeasure plan.

\_\_\_\_\_  
Name of Responsible Official  
Representing Sponsor/Aviation  
Department

\_\_\_\_\_  
Date